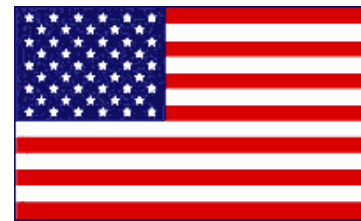




PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY *AMENDED 11/30/2009

1. <u>Announcement Number</u> MP-10-0028-TC	*2. <u>Title, Series, Grade, Salary</u> Inventory Management Specialist (GS-9: 09412a) GS-2010-9 \$49,020 to \$63,726 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> 8am to 4:30pm M-F	4. <u>Duty Station</u> Logistics and Material Management Service Portland, OR
5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time Position	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 11/12/2009	8. <u>Closing Date</u> *12/3/2009

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.

APPLICANTS WHO HAVE ALREADY APPLIED TO THIS ANNOUNCEMENT DO NOT NEED TO REAPPLY

MAJOR DUTIES:

The incumbent serves as a primary point of contact for other services for budget planning purposes. The incumbent serves as a subject matter expert with final technical decision making authority for a Self-Directed Inventory Management Team. The individual has ultimate responsibility for critical time deadlines to meet essential patient care needs on a timely basis. The incumbent is responsible for the management and control of all inventory transactions and purchasing decisions which determine the quantity and dollar value of the line items of inventory. The incumbent is responsible for the accurate and timely replenishment of all assigned line items. The incumbent must recognize the necessity for high priority action when stock levels are too low or when unsatisfactory quality exists. The incumbent performs constant, strict surveillance of each line item managed to insure products are available for use when needed by the customer. The incumbent is responsible for analyzing and determining the proper level of supplies for each delivery point under his/her control. Incumbent is delegated authority to review and sign as designee of the accountable officer for all requests for supplies, to determine adequate justifications, priority of need, availability, legality of purchase and method of procurement. Incumbent has overall responsibility for the development of budget proposals used in the preparation of the ANNUAL BUDGET PLAN as they pertain to customers assigned to the team. The incumbent may act as a Purchasing Agent for line items managed under his/her inventory control. The incumbent works as a member of an inventory management team and is required to coordinate actions and keep all members of the team fully informed. As the senior technician of the team, he/she often mentors and trains others to understand the many facets and complexities involved in making good inventory management decisions. The incumbent analyzes inventory statistics such as fill rates, turnover rates, inactive supply and per patient cost ratios to make changes and improve results.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-2010 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

Specialized Experience: **GS-9:** One (1) year that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the GS-7 level.

Substitution of Education for Experience: **GS-9:** Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

The preferred candidate will possess a BS or BA degree, or 24 credit hours of business Administration courses.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

(Continued on next page)

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to the rating factors may result in your application receiving a less than desirable rating.

1. Ability to develop budget proposals used in the preparation of the annual budget plan.
2. Ability to apply knowledge of various supply sources and markets, as well as understanding the underlying management concepts used to control the level and flow of supplies.
3. Knowledge of the computer inventory system and knowledge of all computer transaction codes in order to properly interpret and manage data.
4. Knowledge of sound Material Management practices.
5. Knowledge of diverse business, industrial and trade practices with respect to sales, competitive bidding, prices, discounts, delivery, and handling charges.
6. Knowledge and understanding of ADP hardware and software sufficient to operate in a Windows environment such as databases, spreadsheets, and word processing.
7. Ability to interpret/communicate with various disciplines within the Medical Center as well as outside agencies.

CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Portland VAMC Permanent Employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 12/10/2009)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended (due 12/10/2009)
4. OF-612, Resume and/or MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

All application packets must be received in Human Resources by Close of Business (COB) on 12/3/09 (except as noted above). Application forms may be obtained in Human Resources Office or on our internal website.

<http://vaww.portland.med.va.gov/Departments/CFO/HR/>

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: MP-10-0028-TC

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/adms/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**